



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 35TH AIR DEFENSE ARTILLERY BRIGADE**  
**UNIT #15757**  
**APO AP 96266-5757**

EAAD-Z

01 August 2011

MEMORANDUM FOR All 35<sup>TH</sup> Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 35<sup>TH</sup> Air Defense Artillery Brigade Policy Letter # 4—Serious Incidents and Command Critical Information Requirements Reporting

1. References.

- a. AR 600-20, Army Command Policy, 27 April 2010
- b. USFK Regulation 190-50, Law Enforcement Procedures In Korea, 10 August 2009
- c. AR 195-2, Criminal Investigation Activities, 6 September 2011
- d. ANNEX E to 8<sup>TH</sup> Army OPOD S09-09 (8<sup>th</sup> Army Operational Incident Reporting)

2. Purpose. To establish policy and procedures for Serious Incident Reports (SIR) and Command Critical Information Requirements (CCIR) within the Brigade.

3. General. Many incidents which would generate minimal command interest in other locations are much more important in the Korean Theater of Operations. Incidents involving US Army personnel can have strategic significance based upon local response. Commanders will exercise an increased level of concern with regard to incidents involving 35<sup>th</sup> ADA personnel or assets. This memorandum addresses those concerns and establishes procedures for information reporting.

a. Command Critical Information Requirements (CCIR). CCIR's identify time sensitive information needed by the commander IOT make critical decisions. They help focus the response of subordinates and staff, assist in the allocation of resources, and assist the staff officers in making recommendations.

b. Serious Incident Report (SIR). A SIR is a report of an actual or alleged incident, accident, instance of misconduct, act, or condition (criminal or non criminal) that warrants timely notice to the commander, USFK, because of its nature, publicity, or potential consequences. The incident will be reported regardless of the rank or position of the personnel involved.

4. Procedures: Subordinate units will establish internal procedures to ensure compliance with this memorandum through the lowest level command. These procedures must be of sufficient detail to preclude omissions in the reporting process. The reporting procedures are as follows:

a. Command. Battery commanders will provide verbal reports through Battalion Commanders to the Brigade Commander. Battery commanders will also provide verbal reports to their Battalion Operations Centers.

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b. Operations. BN Operations Centers provide an initial verbal 5W report (Who, What, Where, When, Why) to the BDE BOC. The BN Operations Center will follow up with a written 5W report (Enclosure 1) sent via NIPR to the Brigade Operations Center (BOC). If the incident is sensitive in nature then the BN XO can send it directly to the BDE DCO. While every effort must be made to ensure accuracy, the key element of the initial report is timeliness. The BOC NCOIC will verify the information within the report for content and accuracy with the Brigade Deputy Commander/Executive Officer before submitting it to Eighth Army. Only reports related to Eighth Army SIR/CCIR will be forwarded unless otherwise directed by the Brigade Commander. The BOC will maintain a current list of Eighth Army SIRs and CCIRs. Reports submitted to Eighth Army will be in the 5W format unless the DCO/ BDE XO direct otherwise.

c. Follow-up reports will be used to update or correct information previously submitted or to complete reporting on information not known at the time of the initial report. This report will be initiated by the battery commander and transmitted via Operations Channels.

d. Distribution of SIR/CCIR information will be limited to the Operations and Command Channels listed in this policy letter. For incidents involving misconduct or injury to Korean nationals notify the brigade trial counsel. If necessary, the battalion/brigade chaplain will be notified to ensure the spiritual needs for both victims and family members are taken care of as soon as possible. Release of information to other individuals or agencies will be only with the Brigade Commander's approval.

e. Reporting requirements. SIR/CCIR are reported immediately, regardless of time of day through command channels, unless otherwise identified in this policy. If these specified incidents occur after 2200, they are reported at 0800 the next calendar day.

f. Incident Review Council (IRC). SIRs and CCIRs marked with an asterisk (\*) require an IRC IAW 35<sup>th</sup> ADA Brigade Policy Letter #5. Battalion Commanders will hold additional IRCs as necessary.

5. **Commander's Critical Information Requirements (CCIR):** The following list is not inclusive. At a minimum, the following incidents will be reported. Bold items are items that require notification through command channels **immediately**. Always report CCIR immediately to Brigade Operation Centers.

a. Operations.

- (1) Any Change in PIR
- (2) CASOP implementation or Change to DEFCON, THREATCON, or AT/FP measures
- (3) Receipt of higher headquarters deployment notification, mobilization unit notification, or orders/messages.
- (4) Natural disasters affecting ROK or US facilities.
- (5) Higher headquarters commander or CSM visit.
- (6) Any COMSEC incident.

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**(7) PATRIOT System Outages**

**(a) 12 hour mark for NMC PATRIOT System.**

**(b) Loss of coverage for a base.**

**(c) 3 NMC Launchers in a PATRIOT Fire Unit.**

**(d) 1 NMC PAC III ELES Launcher in a PATRIOT Fire Unit.**

**b. Demonstration / Civil Disturbance.**

**(1) Demonstration or disturbance becomes violent near a US or ROK installation**

**(2) Demonstrators penetrate a US installation.**

**c. Force protection.**

**(1) Terrorist incident involving any ROK, US Personnel, family member, on any installations or facilities.**

**(2) Validated bomb threat against any ROK or US facilities.**

**(3) Validated threatening substance, object or activity in or around any ROK or US facility.**

**(4) Any violation of the Armistice Agreement or Armistice Rules of Engagement.**

**d. Defection or request for asylum, either by US Soldier or requested of US Government.**

**e. Any inquiry by media pertaining to incidents involving Soldiers and family members assigned to the Brigade.**

6. Serious Incidents Report (SIR): At a minimum, the following incidents will be reported as an SIR utilizing the Enclosed 5W Report Format. If the item is **bold** it constitutes the Brigade Commander's Wake-Up Criteria and must be reported to him **immediately**; all other items are reported at 0800 the next calendar day. .

**a. Accidents.**

**(1) Accidents with serious injury (limb, sight, hospitalization, death) or damage (>\$10K). \***

**(2) Accidents involving damage to Patriot equipment. \***

**(3) Accidents involving a ROK national or their property. \***

**(4) Any 35<sup>th</sup> BDE GOV/Tactical/POV vehicle accident. \***

**b. Loss or theft of high value or sensitive military equipment. \***

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c. Status of 35<sup>th</sup> ADA BDE Soldiers (including KATUSAs), civilians, and dependants.

**(1) Death, to include suicide. \***

**(2) Suicide attempt or gesture. \***

**(3) Admitted overnight at a hospital.**

d. Misconduct

**(1) Serious criminal activity (murder, robbery, rape, burglary, drugs, embezzlement >\$1K, escape from custody, etc). \***

**(2) Any assault, including sexual assaults, involving Korean nationals or KATUSAs. \***

**(3) Any DUI or Drug Related arrest. \***

**(4) Any apprehension of 35<sup>th</sup> ADA BDE personnel or their dependants Korean National authorities. \***

**(5) Any incident involving weapons (weapons defined in USFK Reg 27-5) (i.e. AWOL with weapon, illegal possession of weapon). \***

**(6) Any Officer or Senior NCO arrest or misconduct.**

**(7) Any alleged assault.**

**(8) Any apprehension of 35<sup>th</sup> ADA BDE personnel or their dependants by US military MP/SPs**

**(9) Domestic Disturbance.**

**(10) Fraternization.**

**(11) AWOL.**

**(12) EO Complaint / Sexual Harassment Complaint.**

e. Any blotter incident not already reportable under this policy.

7. Law enforcement reporting procedures.

a. Allegations of serious misconduct, especially rape, sexual assault, or indecent acts, made to the chain of command will be immediately reported to the unit Commander or First Sergeant.

b. The unit Commander or First Sergeant will notify Military Police or Criminal Investigations Division (CID) and the Brigade trial council, providing the same information contained in the 5W sent to the BN Operations Center or battalion commander.

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c. The battalion commander or BOC will notify the Brigade Commander and Brigade Command Sergeant Major.

8. Additional reporting requirements. Incidents not reportable under this policy but must be reported to the appropriate staff officer. If not SIR/CCIR, they will be reported the next duty day after the incident by the battery commander or First Sergeant via email.

a. Any alcohol incident (BDE Safety).

b. Any incidents involving misconduct (BDE Legal).

c. Any accident (BDE Safety).

9. Awareness Training. Commanders will ensure that all non-commissioned Officers, leaders, and supervisors are aware of this policy and have a copy of it for their future reference. A copy of this memorandum will be posted in all CQ, Staff Duty, and brigade BOC instruction books.

10. The point of contact for this policy is the Brigade DCO at 783-5563.

2 Encls

1. SIR 5W Format

2. Wake-Up Criteria



ERIC L. SANCHEZ

COL, AD

Commanding

## 5 W REPORT

TYPE:

☐ INITIAL☐ YES☐ INTERIM  
\* (enter number)☐ NO☐ FINAL☐ UNKNOWN

ALCOHOL RELATED

☐ YES☐ NO☐ UNKNOWN

Licensed Driver:

☐ YES☐ NO☐ UNKNOWN

Valid PMCS

☐ YES☐ NO☐ UNKNOWN

WHO

NAMES LISTED BELOW

TC CERTIFIED

☐ YES☐ NO☐ UNKNOWN

Rank

Last Name

First Name

SSN

MOS

AGE

Unit

Time in Korea  
(how long has the  
soldier been in  
Korea?)

(#) Previous Alcohol Incidents

Involvement

WHAT (Incident)

Mishap

WHERE (Grid)

ON POST / OFF POST

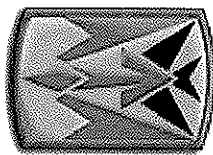
WHEN (DTG)

SUMMARY

ACTIVITIES TO DATE

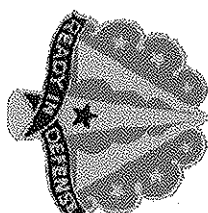
REPORTED BY:

VERIFIED BY:



# COL Sanchez

## Wake Up Criteria



- **Change of PIR status**
- **CASOP implementation or Change to DEFCON, THREATCON, or AT/FP measures**
- **Arrest of Soldier by KNP**
- **DUI or Drug related arrest**
- **Accidents involving Korean Nationals and/or damage of Patriot equipment**
- **Hospitalization of Soldier or Family member**
- **Officer or Senior NCO arrest or misconduct**
- **Suicide attempt**
- **Sexual Assault**
- **Death of Soldier, Family member, or civilian in the Brigade**